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Second by Information

OFFICE OF TRAINING

28 September 1952

NOTICE
No. 26-53

SUGGESTED PROCEDURE FOR DISTRIBUTION OF TRAINING EVALUATIONS

1. Pending completion of a Regulation covering use of Training Evaluation forms, all evaluations prepared after the completion of a course are to be sent in quadruplicate to the Assessment and Evaluation Staff, Room 106, Recreation and Service Building, for review and distribution. The evaluations, whether they are prepared on the standard form or in memorandum or other form, should contain the name of the Office of the individual whose performance is being evaluated. If prepared in memorandum form, the evaluation should be addressed to the student's Division Chief.

2. Distribution of the training evaluations will be made by Assessment and Evaluation as follows:

a. Two copies will be sent to the appropriate Training Liaison Officer for his use and for use by the Office or Division.

b. One copy will be sent to the appropriate Division Chief, ODR, who will route it to the Director of Training, through the ID/DR(S), in the case of DR(S) Divisions, and finally to the Chief, Processing and Records Division, Office of Personnel.

c. One copy will be sent to the CIR Registrar through the IEM Room of Assessment and Evaluation.

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MATTHEW BAIRD
Director of Training

Distributions: All CTR Staff and Division Chiefs
All Chief Instructors, CTR